

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY  
BOARD MEETING  
March 25, 2015**

**Call To Order:** Nancy called the meeting to order at 10:10 a.m. in the judge's chambers of the Clerk of District Court in Newcastle, Wyoming.

**Members Present:**

Campbell: Nancy Ratcliff, Matt Avery  
Crook: Tina Wood, Trudy Materi, Joe Baron  
Weston: Gidget Macke, Tom Bruce  
CSA Staff: Del Nunley, Director

**Absent:** Randy Rossman, Jeani Stone

**Quorum:** Nancy determined a quorum existed.

**Introductions:** Matt Avery was introduced as the newest member of the board and Joe gave a brief rundown of the organization for Matt's information.

**Minutes:** Minutes from the January 21, 2015 board meeting were submitted for approval.

Joe made a motion to approve the minutes from the January 21, 2015 board meeting as submitted. Tom seconded. Motion carried.

**Approval of Expenditures:** The Board reviewed the Agency's expenditures for January and February, 2015.

Del reported there are no extraordinary expenses.

Tom made a motion to approve the expenditures for January and February, 2015. Tina seconded. Motion carried.

**Old Business:**

**Newcastle office move:** Del reported that she met with Vermona Peterson with Work Force Services at their office in Newcastle on March 5, 2015. Work Force Services is willing to allow us to move in and the proposed rent would be \$1,050.00 per year (\$87.50 per month). Currently we are paying \$5,508.00 per year (\$459.00 per month). It was recommended that the lease be not more than five (5) years and would be subject to a 5% cost-of-living increase each year. That amounts to \$52.50 per year and well under the current contract amount. We will not need to move anything but the computer and printer, the phone and DSL lines. Del is waiting on a contract from Work Force Services for the board's review and approval. Everything is on hold until that is received. In the meantime Del will be looking at getting rid of the furniture in the current office. Joe asked that Del check and get something in writing on the procedures for getting rid of furniture. Del is looking at other state agencies and non-profit organizations that may be able to use it.

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**SAR (Self-Assessment Review):** Del reported that we had approximately 180 cases reviewed to ensure we are meeting federal requirements with the C.F.R. There were approximately 60 that had to be taken to Cheyenne for the review but the bulk of the cases were reviewed online. There was a total of 26 errors and passed only one. We passed all categories but the Expedited category. In that category there are two different sections: 1) 6-month expedited requires that from the date the non-custodial party is served an order has to be in place; 2) 12-month expedited requires that an order must be in place 12 months from the date the non-custodial party is located. Del stated this is the most difficult category due to service of process. A corrective action plan was required by the State Office and has been submitted however there was nothing that could be "corrected" as orders were in place by the time the audit took place.

**New Business**

**WEBT:** Del stated that our insurance provider, WEBT, met with Del and Kerstin to renew the insurance. They had initially planned for an 8% increase but it was only 4%. There were no changes to the dental and they added some benefits to medical. They previously informed us that they were going to remove the \$500 deductible completely and it will increase to \$1,000 effective July 1<sup>st</sup>. They have eye insurance available but did not recommend changing it if we are happy with the VSP insurance we currently have in place. WEBT has added new language to include the new law that recognizes same-sex marriages. Because Wyoming does not recognize civil unions they stated that we would need to sign a form to include anyone in a civil union were they to be hired by the agency. Joe stated that we need to look at the personnel handbook to make sure there is language that includes these items.

Tom made a motion to accept the WEBT insurance. Trudy seconded the motion. Motion carried.

**Orbitcom:** Our long-distance carrier met with Del and Kerstin to renew and update the existing contract. Currently we pay \$0.05 per minute for long-distance. That is going to change to \$0.04 per minute. They have locked us into those rates for the next three (3) years regardless of whether their costs increase.

**CPA Bid Letter:** The board requested that Del send out bid letters to CPAs who perform A-133 audits during the January meeting based on the State's recommendation that we look for bids. Del sent out letters to five (5) agencies: one in Cheyenne, one in Casper, one in Sheridan and two in Gillette. We have received two responses, one being from Casper and the other from Gillette. The Gillette firm is based out of Rapid City but they have an office in Gillette. Del has asked that they return their responses by April 30<sup>th</sup> so that they can be taken to the board meeting in May. Del reported that the funding amounts have changed and Child Support Authority will fall below the requirements for an A-133 audit but will not take affect until January 2016. This will mean we will have six months of our audit period requiring an A-133 audit.

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**Administrator's Report**

**Performance Indicator Report:** Del provided copies of the Performance Report for year-to-date percentages as follows:

- I. Paternity is 104%. We exceed the federal minimum requirement of 90%.
- II. Support Order is 93%. We exceed the federal minimum requirement of 80%.
- III. Current Support Paid is 70% and meets the federal requirement of at least .01% improvement over the previous month.
- IV. Cases paying toward arrears is cumulative and measured at the end of the fiscal year. We continue to increase each month satisfactorily.

The quarterly letter received from the State was included. The 6<sup>th</sup> District has made reasonable progress toward the requirements of our contract.

**CSA Statistics:** The following reports were provided and discussed:

- **Stats:** Caseloads continue to vary from month to month with new intake cases coming in and the on-going project of closing out cases. The next three months net the biggest collections due to the federal offset program and our ability to be able to close many cases.
- **Referral sources:** DFS continues to be our primary referral source. We continue to receive the occasional referral from private attorneys, clerks of court, word of mouth and this time had one from Vital Records.
- **Collections & Cost Per Dollar:**

January total	\$ 784,427	Cost per dollar \$ .11
February total	\$ 854,917	Cost per dollar \$ .07
Year-to-date total	\$6,603,427	+\$446,467 as compared with last yr.
- **Foster Care:**

January total	\$ 36,938
February total	\$ 58,050
Year-to-date total	\$ 261,195
- **Lump Sums:**

January total	\$ 21,958	Queen Marvea	\$10,289.85
February total	\$ 7,619	Queen Jamie	\$ 3,100.00
Year-to-date total	\$ 192,334		
- **Pocket Liens:** Total collected to date after time of service is \$1,330,000.

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**Management Issues:** Del reported on several management issues:

- 1) Del reported that we hired a file clerk in November and she left a couple weeks ago. She has hired another file clerk who started last week and is very pleased with her work. She is a college student and have the best luck with them as we can flex around their schedules.
- 2) Jay Mullendore from the State Office retired the end of January after 33 years with DFS. His replacement is Denise Dunn. She worked for PSI originally as a district manager. She left for a while and had another state job and then worked for a time at the State Office for child support. She went to work for YoungWilliams, the current private contractor with the state, as a district manager. She brings a lot of experience and has been in the trenches.
- 3) Marvea gave notice and will be leaving for a new career. Del has the position advertised at Work Force Services. In order to manage the number of applications received she will have them stop after the first 50 are received. If we cannot find someone in those we will put it back in for advertisement.
- 4) Joe had requested Del send the current board roster and FY 14-15 meeting schedule to the Crook County website to ensure we meet the notice of public meetings. That was completed on the 24<sup>th</sup> and Del informed the board that she revised the board roster and removed home numbers and cell phone information.

**Next Meeting:** May 20, 2015 in Sundance, Wyoming.

**Adjournment:** There being no further business, Nancy declared the meeting adjourned at 11:50 am.

Respectfully submitted,



Tina Wood,  
Secretary

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